

# CO-OPERATIVE FEDERATION OF VICTORIA LTD

## MINUTES OF BOARD MEETING

held at Piccol Credit Co-operative, Melbourne, on

THURSDAY 20 JULY 1995

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**36/95 PRESENT:**

J. Gill	Chairman
V. Hughes	
D. McMullan	
K. O'Neill	
A. Gill	Secretary

**37/95 QUORUM:**

As a quorum was not achieved, the Directors present agreed to hold the meeting in committee.

**38/95 APOLOGIES:**

M. Carlson, K. Chester, B. Harford, I. Risstrom.

*Resolved*

*"The apologies are accepted."*

**39/95 MINUTES PREVIOUS MEETING:**

*Resolved*

*"That the minutes of the Board meeting held on 8 May, 1995 be confirmed as a true and correct record of that meeting and be duly signed by the Chairman."*

**40/95 BUSINESS ARISING FROM MINUTES:**

**Resignation of auditor**

The Secretary has received the consent of the Registrar of Co-operatives to the resignation of Grant Thornton as auditor of the Federation, and is awaiting the auditor's notice of resignation before formally notifying the new auditor, Prowse, Perrin & Twomey, of their appointment.

**Dan Henry**

The Secretary read the letter to Dan Henry to directors.

**CFV brochures to members**

The Secretary distributed the CFV brochure to the secretary of member co-operatives with the Winter edition of *Victorian Co-operative News*. Directors asked the Secretary to send the brochure to the directors of members with the next edition of the *News*.

**News bulletin to the press**

The Secretary has distributed the Victorian Co-operative News to the *The Age*, *Sun Herald*, *The Weekly Times* and the *Stock and Land*.

**41/95 CORRESPONDENCE:**

Incoming and outgoing correspondence was tabled.

***Resolved***

*"That incoming and outgoing correspondence be approved."*

**42/95 MEMBERSHIP:**

**Applications for membership**

The Secretary advised that two applications for membership were received since the last board meeting.

***Resolved***

*"That the following co-operatives be approved for membership of the Federation and the accompanying shares allotted:*

<b><i>Name of Applicant</i></b>	<b><i>Shares to be allotted</i></b>
<i>Municipal Association of Victoria</i>	
<i>Co-operative Purchasing Scheme Ltd</i>	<i>411 to 415</i>
<i>Green Lands Co-operative Ltd</i>	<i>416 to 420."</i>

**Member delegates**

There were two nominees for approval, including the replacement of Mr. Des Ryan with Mr John Luckman of YCW Co-operative Society Ltd.

***Resolved***

*"That the following delegates be accepted pursuant to the rules:*

<b><i>Name of Nominee</i></b>	<b><i>Member Co-operative</i></b>
<i>Mr. Frank Sheehan</i>	<i>Green Lands Co-operative Ltd</i>
<i>Mr. John Luckman</i>	<i>YCW Co-operative Society Ltd."</i>

**Dissolved members**

The Secretary advised that two members had been dissolved over the previous year and recommended their shares be forfeited.

***Resolved***

*"That the shares of the following dissolved members be cancelled and the associated share monies be credited to the forfeited share reserve:*

<b><i>Dissolved Member</i></b>	<b><i>Shares to be forfeited</i></b>
<i>Morwell Co-operative Ltd</i>	<i>71 to 75</i>
<i>Warrandyte Community Workshop Ltd</i>	<i>191 to 195."</i>

### **Annual subscriptions**

The Secretary reported that a further two outstanding accounts were paid since the last board meeting, bringing to 38 the total number of financial members as at 30 June, 1995. This compares with 34 financial members at 30 June, 1994.

## **43/95 FINANCIAL REPORT:**

### **Profit and loss statement & balance sheet**

The financial accounts for May and June, 1995 were received by the Directors.

#### ***Resolved***

*"That the financial accounts be adopted."*

### **End of Year Accounts**

The draft end of year accounts were received by the Directors.

#### ***Resolved***

*"That the end of year accounts be adopted subject to audit & tax position."*

### **Accounts payable**

The Secretary tabled a list of accounts for May and June for payment.

#### ***Resolved***

*"That the accounts as presented be approved for payment."*

### **Bank balance**

The Secretary reported that the bank balance at 30 June, 1995 was \$1,334 and \$1,500 was needed to meet expenses to the next Board meeting.

#### ***Resolved***

*"That \$1,500 be withdrawn from term deposit 3674-5000-7824 held at the Commonwealth Bank and transferred to the cheque account."*

### **IOOF term deposits**

The Secretary advised that funds invested with IOOF Building Society had matured since the last Board meeting, and that the term deposit of approximately \$6,900 was rolled over for 180 days, and the government grant term deposit rolled over for a further 45 days.

#### ***Resolved***

*"The Board approves the action of the Secretary in rolling over the term deposits held at IOOF."*

*"Where term deposits mature before a Board meeting, the Secretary contact the Chairman for authorisation to roll over and, if necessary, withdraw funds to meet expenses and shall be confirmed at the next Board meeting."*

### **Taxation**

The Chairman tabled a letter received from the Australian Taxation Office stating that the Federation was not exempt from income tax.

### **1995/96 Budgeting Framework**

A draft budgeting framework and budget for the Federation over the 1995/96 financial year was previously distributed to Directors.

#### ***Resolved***

*"That the budgeting framework and administration budget for the 1995/96 financial year be adopted."*

*"That the Secretary present a budget for the expenditure of the government grant to the next Board meeting."*

*"That the Secretary present a list of aims to achieve over the 1995/96 financial year."*

### **44/95 STATE GOVERNMENT REPORT:**

#### **Letter to the Attorney-General**

The Secretary read a letter received from the Director of the Office of Business Affairs on behalf of the Minister. The Secretary recommended that the Federation write to the Premier, and Minister for Housing, Agriculture and Small Business seeking their support for a new co-operatives act.

#### ***Resolved***

*"That the Secretary's recommendation be adopted."*

#### **Letter to Treasurer of Victoria**

Following a request by a member, Co-operative Energy Ltd, a letter was sent to the Treasurer seeking clarification of negative comments on electric co-operatives made in the press. The Secretary reported that in his reply, the Treasurer advised that the Government has no policy objection to the formation of electric co-operatives in Victoria.

#### **Office of the Victorian Regulator-General**

The Secretary reported that the Federation has been invited by the Victorian Regulator-General to be represented on a working party investigating the reform of Victoria's electricity industry.

#### ***Resolved***

*"That the invitation be accepted and for David Griffiths of Co-operative Energy Ltd to represent the Federation on the Office of the Regulator-General's working party on electricity reform."*

**45/95 ANNUAL GENERAL MEETING****Dinner Speaker**

The Secretary reported that an invitation was sent to the Premier of Victoria to address the AGM dinner, and advised that Mr Kennett is overseas between parliamentary sittings in September, and has referred the invitation to the Attorney-General. A reply is expected shortly.

**Date of AGM**

The Secretary advised that the annual meeting can be held at any time until the statutory limit of 31 October, and recommended that the date be fixed once the audit is completed.

***Resolved***

*"That the Secretary fix the date and make the necessary arrangements for the annual meeting."*

**Amendments to the rules**

The Secretary advised that the Federation's rules do not provide for the cessation of membership upon non-payment of the annual subscription. Directors agreed that members who do not financially support the Federation should not remain members.

***Resolved***

*"That the Secretary prepare a resolution for the annual meeting to amend Rule 12 so that those members who do not pay their annual subscription by the end of each financial year shall cease to be members."*

**1995/96 annual subscription**

A recommended annual subscription schedule for the 1995/96 financial year was previously distributed to Directors.

***Resolved***

*"That the recommended annual subscription schedule be put to members for ratification at the annual meeting, subject to clarification of the term commission."*

**46/95 SECRETARY'S REPORT:****Reappointment of Anthony Gill*****Resolved***

*"That Anthony Gill be reappointed as Consultant to the Federation for a three year term ending 30 June, 1998 pursuant to the approved budgeting framework, with an annual review of remuneration."*

*"Fees for approved special projects are to be negotiated between the Consultant and the Board."*

*"That the publication of the Victorian Co-operative News be included in the administration tasks of the Consultant for the 1995/96 financial year."*

### **Secretary's Tasks**

A report on the tasks carried out by the Secretary for May - June, 1995 was tabled.

### **Advertising in the Victorian Co-operative News**

The Directors considered a draft advertising policy for the newsletter.

*Resolved*

*"That the following advertising policy be adopted:*

- 1. Advertisements in the Victorian Co-operative News shall not exceed 25% of the available space.*
- 2. Advertising excludes member profiles.*
- 3. Financial members of the Federation shall receive free advertising space in the News.*
- 4. Non members shall pay at a rate of \$5 per column/cm.*
- 5. Non members shall be invoiced upon distribution of the News, with 14 days to pay.*
- 6. The editor of the News will have the discretion on the size of advertisements, taking into account the editorial space needs.*
- 7. In the event of the number and/or size of advertisements exceeding space available, preference will be given to Federation and financial members ads.*
- 8. Advertisements not appearing in an edition because of space limitations, shall have preference in the following edition, subject to point 7."*

*"That the advertising policy be summarised in future editions of the News."*

### **Community co-operatives seminar**

The Secretary reported that the venue has been confirmed. speakers are being arranged, the seminar was advertised in the last edition of the News, and a flyer is to be sent to community co-operatives shortly.

*Resolved*

*"That a complete program of the seminar including speakers be presented to the next Board meeting."*

### **Co-operative brochure**

The Secretary explained that the co-operative brochure has not been finished because the co-operative principles are due to be changed.

*Resolved*

*"That the brochure be presented to the next Board meeting without the co-operative principles."*

### Co-operative feature in the press

The Secretary reported that The Weekly Times proposes to feature co-operatives in its 20 September edition, and that plans are underway to seek the support of co-operatives for the feature.

### Co-operative curriculum in schools

The Secretary reported that co-operatives are mentioned in various curriculum at the secondary, tertiary, and agricultural colleges. However, the Ballarat Community Education Centre Co-operative has suggested that information and case studies may be lacking to support the curriculum, and has offered to assist the Federation in producing and marketing co-operative resource material to schools around Australia.

### **Resolved**

*"That the Secretary follow up the extent of information given on co-operatives in schools."*

### **47/95 GENERAL BUSINESS:**

A proposal by ALD Communications to provide telephone discount services to members and their members was previously distributed to Directors. The Chairman tabled an alternative proposal from Telstra.

### **Resolved**

*"The Board gives in principle support to providing a telephone discount service to members and their members."*

*"That the Secretary compare the two proposals and to clarify ALD's residential discount scheme and report to the next Board meeting."*

*"That the Secretary invite Peter McMillan of ALD Communications to address Directors on their proposal at the next Board meeting."*

### Electric seminar for co-operatives

The Secretary reported that a member, Co-operative Energy Ltd, has sought the Federation's help in promoting a seminar on the restructure of Victoria's electricity industry for co-operatives.

### **Resolved**

*"For the Secretary to inform Co-operative Energy Ltd that the Federation is willing to help promote a seminar after further details are received."*

### **48/95 NEXT MEETING:**


The Directors present expressed concern at those Directors who are not giving apologies for non attendance at board meetings.

### **Resolved**

*"That the next Board meeting be held in August, at a date to be fixed after the availability of the audited accounts."*

49/95 CLOSE:

The meeting closed at 1.30 pm.

Signed .....  ..... Date: 25/8/95  
(Chairman)



# CO-OPERATIVE FEDERATION OF VICTORIA LTD

BOARD MEETING - 20 JULY, 1995

## AGENDA ITEM 6.3

### ACCOUNTS PAYABLE MAY - JUNE 1995

The following accounts for May and June are submitted for approval:

<u>PAYEE</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
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#### May 1995

Anthony Gill	Corp Services, May '95	1520.00
Daylesford Video	Fax	45.90
	Photocopy	233.60
		279.50
Denhams Newsagency	Stationary	52.80
Madison Advertising	CFV brochure	1000.00
Petty Cash	Postage	62.50
	Parking	28.00
	Photocopy	4.50
		95.00
Plunkett Foundation	Book purchases	1755.90
	Fee for bank draft	8.00
		1763.90
	<b>TOTAL</b>	<b><u>\$4,711.20</u></b>

#### June 1995

Anthony Gill	Corp Services, June'95	1520.00
Chenery, Stephen	Travel to board meetings	22.40
Chester, Ken	Travel to board meetings	81.60
Daylesford Video	Fax	68.50
	Photocopy	158.20
		226.70
Denhams Newsagency	Stationery	74.50
Madison Advertising	Co-operative brochure	1000.00
Petty Cash	Postage	84.75
	Parking	15.00
		99.75
	<b>TOTAL</b>	<b><u>\$3,024.95</u></b>

A Gill  
Secretary